



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 221604

Date: 04/29/2022

Request #: 292152

Vendor #: 00123

ISSUED TO: SOUTHWEST CAPITAL BANK
P.O. BOX 3210
LAS VEGAS, NM 87701

SHIP TO: City of Las Vegas
Attn:Purchasing Department
1700 N. Grand Avenue
Las Vegas, NM 87701

Vendor Fax #: (000) 000-0000

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	N95 MASKS EMERGENCY 13-1-127	500.00		640-0000-610-7106	500.00

DEPARTMENT ORDER

Approved By:

Date:

4/29/2022

SUBTOTAL:	500.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	500.00

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

292152

4/29/22

DATE: _____

☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;

☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)

☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - ____ AWARDED: _____ / _____ / _____; CONTRACT NO.: _____ EXPIRES: _____ / _____ / _____
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: _____ / _____ / _____

☐ EXEMPT PURCHASE; Provide Section No.: _____

☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: _____ / _____ / _____

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
PRIOR TO PROCURING GOODS AND/OR SERVICES.

☐ OTHER CITY CONTRACT: NO: _____ EXPIRES: _____ / _____ / _____

☒ EMERGENCY; ____ SECTIONS 13-1-127 STATE PRODUREMENT CODE

Need N95 Masks for Water Treatment Plant Employees

* IN COMPLIANCE WITH THE PROCUREMENT CODE # 14-18 THE FOLLOWING QUOTES WERE OBTAINED*

THE FOLLOWING QUOTES WERE OBTAINED				
DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

[illegible]

TOTAL: \$ 500.00

FEDERAL TAX NO.:

THE REQUESTED ITEMS WILL BE PURCHASED AT THE

[Handwritten Signature]

SIGNATURE OF PERSON REQUESTING

640-0000 - 610-7106

APPROVED BY: John X 4/29/2022

PINK COPY: DEPARTMENT



STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: 505-454-1401 Ext. 1106

II. Name of Contractor: Southwest Capital Bank

Address of Contractor: 622 Douglas Ave.

Amount of prospective contract: \$500.00

Term of prospective contract: 1 day

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

To purchase K-95 masks for staff working during Hermits Peak and calf Canyon fire.

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

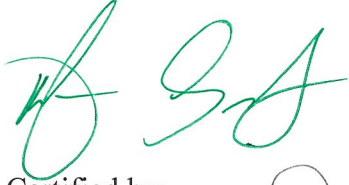
To purchase K-95 masks for staff working during Hermits Peak and calf Canyon fire. These staff are working at the the water treatment plant which is right in the line of fire.

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

This is a wildfire which is unpredictable.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

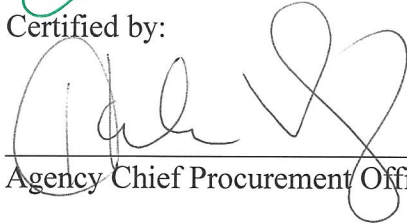
City will put into place an emergency procedure .



4-29-22

Certified by:

Date: 4/29/2022



Agency Chief Procurement Officer

Agency Approval by:

Date: 4/29/2022


Cabinet Secretary/Governmental Entity Head or Designee